



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #07-07-EMP

### REVISION TO THE PERFECT OPPORTUNITY FOR INDIVIDUAL SKILLS AND EDUCATIONAL DEVELOPMENT (POISED) PROGRAM DESK GUIDE (W-204W)

<b>Date:</b> January 18, 2007	<b>Subtopic(s):</b> Employment
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff at Job Centers that the Perfect Opportunity for Individual Skills and Educational Development (POISED) Program Desk Guide (<b>W-204W</b>) has been revised to reflect current eligibility criteria for the POISED programs. The current criteria are in italics below:</p> <ul style="list-style-type: none"><li>• The POISED I program is for women who are <i>less than eight months pregnant</i>;</li><li>• Referrals to POISED I and II are for women who have a child at least 13 weeks of age <i>but under the age of two</i>;</li><li>• Participants <i>are referred to POISED I and II through the Employment Plan (EP)</i>;</li><li>• <i>Queens and Staten Island residents are both referred to POISED I and II sites in Brooklyn or Manhattan</i>;</li><li>• Women <i>eight or more months pregnant</i> are exempt from engagement and, therefore, exempt from participating in POISED programs; and</li><li>• Women who are exempt from participating in POISED I and II <i>may be invited, voluntarily, to participate in a new POISED program, POISED-at-Home</i>.</li></ul> <p>A sample of the <b>W-204W</b> is attached.</p> <p>Center Directors must ensure that all previous versions of the <b>W-204W</b> are removed from circulation and recycled.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

**Attachment:**

☞ Please use Print on Demand to obtain copies of forms.

**W-204W** Perfect Opportunity for Individual Skills and Educational Development (POISED) Program Desk Guide (Rev. 1/18/07)



## Perfect Opportunity for Individual Skills and Educational Development (POISED) Program Desk Guide

	Participant Description	Program Selection and Actions Needed
<b>POISED I</b>	<p>For women on public assistance, and:</p> <ul style="list-style-type: none"> <li>less than 8 months pregnant; or</li> <li>have a child who is at least 13 weeks but <u>under 2 years of age</u></li> </ul>	<p>The JOS/Worker must:</p> <ul style="list-style-type: none"> <li>ensure the case type is updated to Family Assistance (FA), the EDC date is verified and entered into WMS (if the woman is pregnant), or the child has been added to the public assistance (PA) case, as appropriate. Refer to PD #00-22R(2);</li> <li>initiate the Employment Plan (EP) and ensure child care is in place and payment authorized prior to making the assignment;</li> <li>assign the participant to the 13-week, full-time <b>POISED I (WEP)</b> as follows: <ul style="list-style-type: none"> <li>on the Work Activity Schedule screen under "Special Programs," enter "Y" next to "<b>POISED</b>"</li> <li>select a specific site destination <ul style="list-style-type: none"> <li><b>U18</b> (Manhattan – City College)</li> <li><b>U19</b> (Bronx – Bronx Community College)</li> <li><b>U20</b> (Brooklyn – Medgar Evers College)</li> </ul> </li> </ul> </li> </ul> <p>The system will post Action Code <b>120A</b> and generate a referral notice to <b>POISED I</b>.</p>
<b>POISED II</b>	<p>For women on public assistance who have completed <b>POISED I</b> and:</p> <ul style="list-style-type: none"> <li>are not pregnant and have a child who is at least 13 weeks but less than <u>2 years of age</u></li> </ul>	<p>Participants meeting the <b>POISED II</b> criteria will be invited to participate in the 12-week <b>POISED II</b> program for 28 hours biweekly (a concurrent assignment to <b>WEP</b> will be given for up to 42 hours biweekly) by the POISED staff. The JOS/Worker only needs to ensure:</p> <ul style="list-style-type: none"> <li>the child is added to the public assistance case. Refer to PD #00-22R(2); and</li> <li>initiate the EP and ensure child care is in place and payment authorized, if not already done.</li> </ul>
<b>EXEMPTIONS</b>	<p>If a woman is in one of the following categories, she is exempt from engagement:</p> <ul style="list-style-type: none"> <li>eight or more months pregnant; or</li> <li>has a child under 13 weeks of age (on PA case or not)</li> </ul>	<p>The JOS/Worker must:</p> <ul style="list-style-type: none"> <li>ensure the case type is updated to FA, the EDC date is verified and entered into WMS or the child has been added to the public assistance case, as appropriate. Refer to PD #00-22R(2).</li> </ul> <p>No program assignment is needed for exempt participants. Certain exempt participants will be invited to voluntarily participate in the <b>POISED-at-HOME</b> program.</p>
<b>WeCARE</b>	<p>For pregnant women on public assistance who:</p> <ul style="list-style-type: none"> <li>report high-risk pregnancy (at any point in pregnancy) or other medical problems</li> </ul>	<p>The JOS/Worker must:</p> <ul style="list-style-type: none"> <li>ensure the case type is updated to FA, the EDC date is verified and entered into WMS. Refer to PD #00-22R(2); and</li> <li>enter Action Code <b>168W</b> to refer participant for a medical evaluation at WeCARE.</li> </ul>